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Report for Week Ending 9 October 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 15 actions requiring the printing of 159,500 copies or sets of blank forms. This represents a decrease of 12 actions and a decrease of 215,350 copies compared with last week.
- (2) Two new and 4 revised forms were approved. One form was redesignated and 28 forms were made obsolete. *12* ✓
- (3) Prepared in collaboration with [] an article for the Support Bulletin covering the \$8500 Suggestion Award to 4 employees for improvements in intelligence information reporting. ✓ 25X1

- (4) During the course of the forms survey now being conducted in the [] Printing Plant the following obsolete forms were destroyed. 25X1

6,400 Form No. 30-11, Apr 1953 Request for Approval of Forms
200 Delivery Tickets to [] (no number)
3,000 Printing and Reproduction Division, Services and Repair Form (no number)
60 Form No. 51-9, Jan 1950, Blue Routing & Record Sheet

9,660 Total destroyed *12*

These forms were taking up shelf space and were not moving.

- (5) Disapproved an employee suggestion relating to a travel order request form. Recommended a complete agency-wide study of travel policies and procedures. ✓ *12*

b. Intangible

- (1) FORM NO. 1200 (Continued item from last week) One more test was made using the ink after TSS tried to re-mill it. The test proved a little better than any other we made, but was not accurate. TSS is awaiting new "guaranteed" ink from a New York Ink Co. to make further tests.
- (2) Designing two (2) forms to be used on Flexowriter Programatic in Logistics. These two forms will be on Edge-Punched Cards that are especially designed for use with the Flexowriter. Also [] has offered to informally train *us* in the programming aspect of the Flexowriter. 25X1

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2. Assignments

a. Active

- (1) Forms Survey (PSD) - Several bootleg forms of other components (FBID and OTR) have been picked up during the survey. [] at [] request will suspend his activities for a while in order to conduct an overtime study in OTR. [] will continue [] forms survey. 25X1
- (2) One Employee Suggestion is pending.
- (3) Twenty five possible reprints from the Office of Logistics are currently being processed to various offices for appropriate action through Area Records Officer.
- (4) Twelve new and 6 revisions are pending. 2

3. News

[] and I attended the special Suggestion Awards Ceremony in the Director's Conference Room 7 Oct. during which the Director personally awarded 4 employees \$8500 for their suggestions for improving intelligence information reporting systems. The three Civil Service Commissioners and several score top agency officials witnessed the presentation. One employee received \$4,000, two received \$2,000 each and another got \$500. This was the largest Suggestion Award in the Agency's history.

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from
PROJECTS STAFF

1. Contributions

✓ a. Completed installing the subject-numeric filing system in the Office of the Chief, Insurance and Casualty Division. Retired two cubic feet of inactive records to the Center and destroyed four cubic feet of duplicate and obsolete records.

✓ b. Completed the evaluation of Employee Suggestion 2601. Recommended disapproval of proposed standard form for requesting travel orders. The proposal was considered to be unnecessary, premature until travel regulations are standardized and revised, and not the answer to the Agency's travel procedural problems [] 25X1

25X1 ✓ c. Developed material for the Support Services Exhibit and manned the exhibit on O&M, Business Machines, and Records Management Services. []

25X1 d. Collaborated with [] OCR/IR, to obtain authorization for the destruction of all tabulating cards of the Industrial Register collection at the repository. 469,441 tab cards will be destroyed which will reduce the present Agency card collection by 11% and release from 8 to 10 tab card cabinets for future expansion. Arrangements were also made for transferring from the Repository to the Center 3,708 reels of microfilm (the entire OCR/IR film collection). This action will reduce by about 28% the present film collection in the vault, exclusive of the DD/P collection. [] 25X1

25X1 e. Completed the development of sections on reports, agenda, and minutes, reviewed them with other subcommittee members, and submitted the material [] Chairman of the Government Correspondence Manual Working Committee. This completes my share of the developmental work until the material is reviewed by the working committee. [] 25X1

2. Assignments Active

a. Installation of Filing Systems

(1) OP/Plans Staff - 30% complete [] 25X1

(2) DD/Personnel/Plans and Development - 60% complete [] 25X1

25X1 (3) OP/Office of the Chief/Procurement Division - Survey of files completed. Preparation of new file folders and guides started 7 October. []

(4) ORR/Current Support Staff and ORR/Materials Division - Installation is under way in both components. Because of difficulties in arranging for a final meeting with the Chief, ORR/CSS, it was decided to start in the Materials Division. However, completion of the CSS system is still expected this week. [] 25X1

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b. Requisition Review. - Reviewed 9 requisitions for filing equipment and supplies, 2 from the DDI area, 5 from the DD/S area, and 2 from the DD/P area. One requisition for one 4-drawer safe disapproved. []

c. Shelf File Installations - Accompanied two Office of Communications people on tours of the BR shelf file installation, and shelf filing equipment and methods used by the Public Health Out-Patient Clinic. Accompanied six Office of Security people to the view of BR installation.

d. MRD, Office of the Comptroller - Recommended the trial of 14 double drawer Safety Stack units, tab card size, in order that consideration may be given to replacing tab card safes. 14 units were delivered by the Diebold Co., cost free, for testing. []

25X1

e. Personnel-Type VM Records - Discussed the status of OSS, records with [] Arranged for a review of these records 15 October by members of this staff and ARO for Personnel, to determine which portion, if any, of the OSS records should be kept in the vault.

Completed review of Logistics records at the Repository, and found only a small volume of personnel-type documents on deposit. The bulk of deposits were procurement, supply, and transportation-type documents which should get close attention when future schedules are prepared. []

25X1

3. Assignments Inactive

a. CI/OA Floor Space and Equipment Survey

b. IR Shelf File Project

c. OS Shelf File Project

d. Office of Comptroller Registry Floor Space and Equipment Survey.

4. News

a. We have been requested to make a space utilization study for the Office of Communications vaults at [] and in "L" building. []

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b. [] Office of Personnel, accompanied last weeks trip to the Repository. They seemed very impressed by the arrangement of files and the orderliness of both the Repository and the Center. []

✓ 5. Eight RMS personnel attended the monthly O&M Luncheon Lecture Series.

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from
RECORDS DISPOSITION BRANCH

1. Contributions:

- 1a ✓ a. The sanitized version of the Clandestine Services Records Schedule (Project 6-101) has been approved and returned to [] CS/ARO for application and implementation. Project is complete. 25X1
- ✓ b. Clandestine Services Disposal List No. 1 has been received and approved. The list consists of two items resulting in the destruction of approximately 450 cubic feet of material. In view of the increased acceleration of the disposition phase of CS Records Management Program we anticipate receiving additional disposal lists for review and approval. 1a
- ✓ c. Assisted the Planning Staff of the DCI in retiring 4 boxes of records. These files constitute the official records of the Office of Intelligence Coordination and its predecessors dating from 1947 through 1954 and should be retained as permanent records.

2. Assignments (Active)

- ✓ a. Project 6-95 - Office of Personnel [] 25X1

Actual review of the records of the Office has been completed. The draft schedule for the remaining Division is being prepared. All schedules out for coordination have not been returned. During the course of the survey 3 storage areas were discovered where relative inactive records and reference material ^{are} being stored. Project is 80% complete.

- ✓ b. Project 8-9 - General Counsel [] 25X1

The revised Records Control Schedule was approved and forwarded to the ARO for implementation. [] will notify me when a survey of the records of the Legislative Counsel can be conducted. Until such time project is closed. 25X1

- c. Project 8-18 - Office of Operations/Contact [] 25X1

✓ The survey of OO/C records is continuing. The branch remaining to be inventoried contains the greatest volume of OO/C records. Project is 30% complete.

25X1

- ✓ d. Project 8-20 - ORR []

Installation of subject numeric file system is continuing in Services Division and Materials Division. Services Division has agreed to discontinue the maintenance of individual personnel folders (125) and to file such material by subject. Project is 9% complete.

- ✓ e. Project 8-24 - Map Library Division, ORR [] 25X1

Met with Dep. Chief, Map Library Division and the ORR Records Officer concerning the possible use of shelf files to replace 4-drawer and 5-drawer cabinets now used for air target files. Project is 5% complete.

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3. Assignments (Inactive)

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- a. Project 6-40 - OCR ()
- b. Project 6-90 - Commercial Staff

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4. News

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- ✓ a. attended the annual meeting of the Society of American Archivists held at Columbus, Ohio last week end.
- b. A requisition for one 4-drawer legal safe for Mobilization Staff has been cancelled. This Staff will not agree to destroy or retire any material so space was acquired for them in the storage area maintained by Position Evaluation Division. This arrangement was worked out to the satisfaction of the Mobilization Staff.

of ✓

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